

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

ATTORNEY ADMISSION INSTRUCTIONS

In order to practice in the U. S. District Court or Bankruptcy Court for the Central District of California, you must be admitted to the Bar of this Court. A prerequisite to such admission is your admission to the Bar of the State of California. Your admission also allows you to enroll in the Optical Scanning Program. This program enables you to receive judgment and orders by e-mail transmission on cases in which you are counsel of record.

ADMISSION BY MAIL

To be admitted to the District Court by mail, you must complete an *Application for Admission to the Bar of the Central District of California (form G-60)*. The application shall be returned to this office with a cashier's check, certified bank check, business or corporate check, government issued check, or money order drawn on a major America bank or the United States Postal Service, payable to **CLERK, U. S. DISTRICT COURT** in the amount of \$185.00. **PERSONAL CHECKS ARE NOT ACCEPTED.** This fee is provided for by 28 U.S.C. § 1914. **Do not write in the space "Fees paid on _____,"** as this is for office use only. The application and fee should be mailed to:

Attn: Fiscal Section - Attorney Admissions
United States District Court
Central District of California
312 North Spring Street, Room G-8
Los Angeles, CA 90012

Local Rule 83-2.2.2 of this Court requires that you certify you are familiar with the Local Civil Rules, the Local Criminal Rules, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Federal Rules of Evidence. Copies of the Local Rules for the Central District can be obtained from the Los Angeles Daily Journal, 915 East First Street, Los Angeles 90012, (213) 229-5300 or the Metropolitan News Enterprise, 210 South Spring Street, Los Angeles 90012, (213) 628-4384, or from this Court's Internet website at: **<http://www.cacd.uscourts.gov>**

If you were recently admitted to the Bar of the State of California and haven't received your bar number, or if you are participating in a joint admission ceremony with the California and federal bar for this Court, indicate "Pending" in the space for the bar number.

Your admission to the Bar of this Court is effective upon our receipt of your application and check or money order. Your admission certificate should be mailed to you within four weeks of our receipt. If you do not receive your certificate, you may call the Attorney Admissions Clerk at (213) 894-2085 between 10:00 a.m. and 4:00 p.m.

ADMISSION BY PERSONAL APPEARANCE

Individual admission ceremonies before a district or magistrate judge must be arranged with the specific judge's staff. (The Clerk's Office does not confirm scheduled admission ceremonies before a judge.) Your application and fee must be delivered immediately to the Clerk's Office for the division where the ceremony is held. If the ceremony is held after business hours, the application and fee shall be delivered to the Clerk's Office the next business day. **Your admission is only effective upon the Clerk's receipt of your application and fee.**

ADMISSION BY BAR CEREMONY

If you participate in a joint or federal bar ceremony for this Court, a completed application and fee must be submitted to the federal court representative at the ceremony.

If your admission is by personal appearance or bar ceremony, your admission date is the date your application and fee are received by the Clerk (not the ceremony date if your application and fee are received on a different date).

THE FOLLOWING ARE FEDERAL COURT HOLIDAYS:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day (3rd Monday in February)
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day